



# Assessment and Reporting Policy

Ernest Bevin Academy

The best in everyone™

Part of United Learning

## Strategic Aims

### This policy aims to:

- To ensure that all programmes of study are regularly assessed and that assessment is used as an effective diagnostic tool to inform teaching and learning.
- To monitor progress between Key Stage 2 and Key Stage 4, target attainment flight paths will be generated for individual students.
- To give students and their parents accurate and timely information on a pupil's progress in the form of a report at the end of school term.

**Responsibility:** Assistant Principal

**Date Approved:** Autumn 2023

**Approved by:** Principal

**Review Date:** Autumn 2024

**Monitored by:** Principal

**Links to other Policies:**  
Written Feedback Policy

## Objectives

1. To assess, record and report systematically the progress of individual students as well as having a whole class/cohort overview.
2. To translate the assessments and records into clear targets, support and interventions for students.
3. To ensure that where there are barriers to learning, parents are informed of these at the earliest opportunity.
4. Assessment, recording and reporting should identify progress against high expectation for each student.
5. In addition, to the above, any written assessment recording and reporting should be in a style that is both meaningful and accessible to students, tutors, parents and other stakeholders.
6. To enable students to manage and further their own learning.
7. To focus on staff wellbeing through reducing staff workload and improve the quality of data gathered by reducing the amount of assessed data collected.

## Guidelines

1. Key stage 2 SATs data for reading and maths is converted by Fischer Family Trust (FFT) to a baseline grade, and using a flight-path tool generates an aspirational target for each student for Year 7 to 11. If there is a missing SATs score, base data will be set using NFER data or prior assessment data.
2. Key stage 3 will have 2 formal assessments, 1 in the spring term and 1 in the summer term.  
Year 10 will have 2 formal assessments, Autumn and Summer term.  
Year 11 will have 2 formal assessments (mocks), 1 in the autumn term and one in the spring term.  
Year 12 will have 2 formal assessments, 1 in the autumn term and 1 in the summer term.  
Year 13 will have 2 formal assessments, 1 in the autumn term and one in the spring term.
3. Progress Analysis reports for each Year group are produced termly
4. Parents have sent to them each term a summative report containing:
  - i) A Target
  - ii) A current working at grade
  - iii) Attendance, Achievement and Behaviour data

An annual tutor report will be completed, summarising the pastoral achievement of each student.

### **Implementation**

1. All departmental schemes of work must include assessment criteria, structured around units of study.
2. Students must have key assessed tasks marked every half term, homework regularly set and feedback given on their progress. Parents are alerted if work is not completed on time or is below standard.
3. Where grading is used in reports, there should be an accompanying explanation.

### **Evaluation**

1. Senior staff will scrutinise reports to ensure that the way they have been written complies with school policy and will comment on the efficiency with which staff carry out the reporting cycles.

## **ASSESSMENT MANAGER REPORTS and GRADES**

### **Attitude to Learning - Key Stage 3, 4 and 5**

Attitude to learning will be recorded with levels 1-4 and will reflect the student's commitment and contribution to the lessons/tasks/projects/practical work:

1. Above the expected level and if maintained, should lead to the target grade being attained or better.
2. At the expected level and if maintained should mean the target grade is attained.
3. Significantly below the expected level and unless improved will affect the target grade being achieved.
4. No work/insufficient work or poor work.

### **Attainment**

Attainment will be indicated by reference to the national grading systems appropriate to a given year group:

#### **Key Stage 3**

Autumn, spring and summer terms for Years 7, 8 & 9

Autumn = An attitude to learning report and attainment against student expectations.

Spring = Attainment report per subject compared with the cohort and attitude to learning following Mid-term assessments.

Summer = Attainment report per subject compared with the cohort and attitude to learning following End of year assessments.

#### **Key Stage 4**

A current working grade using the GCSE scale 1 - 9 will be given in Year 10 and Year 11. Mock Examination results will also be reported.

#### **Key Stage 5**

A level grades from E to A and grade U will be used providing a current working grade. Mock Examination results will also be reported.